

U.S. Department of Justice
Washington, DC 20530

APPLICATION BOOKLET

U.S. Department of Justice

SUMMER LAW INTERN PROGRAM

for Law Students -
SUMMER 2001

*Applications must be received (not postmarked) by
Monday, September 25, 2000.*

This booklet contains a two-page application and instructions for applying to the Summer Law Intern Program. It also includes eligibility criteria, interview dates and locations, and other useful information about the program.

Additional information about the Summer Program can be found on the Office of Attorney Personnel Management web page: <http://www.usdoj.gov/oapm/>

Applications may be downloaded from this web page from July 31st through September 22, 2000.

THE SUMMER LAW INTERN PROGRAM

The Summer Law Intern Program (Summer Program) is the Department's recruitment program for **compensated** summer law interns.

AM I ELIGIBLE?

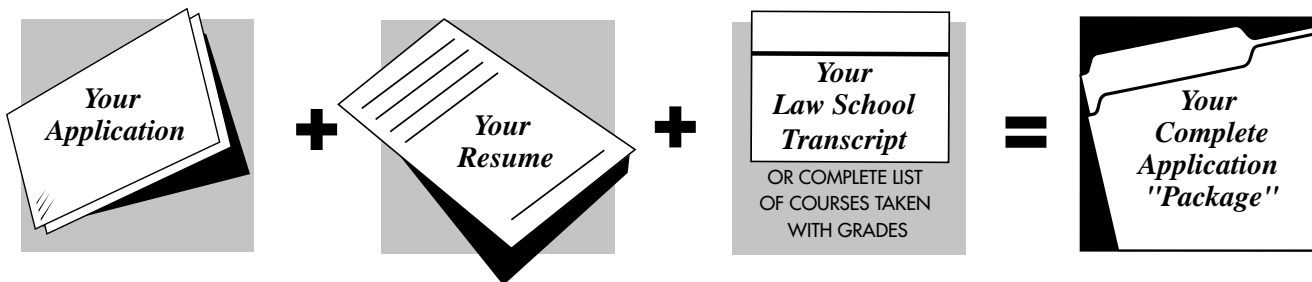
You are eligible to apply to the 2000-2001 Summer Program **IF**:

- you have completed **at least one semester** of law school by autumn 2000;
- you will enter your second year of law school in autumn 2000;
- you will graduate from law school in the 2000-2001 academic year and will enter a judicial clerkship or full-time graduate law program in autumn 2001.

First-year, first-semester law students are not eligible to apply to the Summer Program.

HOW DO I APPLY?

Submit **four copies of your application "package"** (application, resume and law school transcript) to our office by the **RECEIPT DEADLINE, MONDAY, SEPTEMBER 25, 2000.**



**Your transcript must be sent with your application package.
DO NOT HAVE YOUR LAW SCHOOL SEND IT SEPARATELY.**

Send your application package to:

SUMMER LAW INTERN PROGRAM
Office of Attorney Personnel Management
U.S. Department of Justice
Room 3525, Main Building
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001

If you send a self-addressed, STAMPED envelope with your application, we will notify you of the receipt of your application.

WHERE AND WHEN WILL I BE INTERVIEWED?

This year, the Department will interview candidates at fourteen regional sites and in Washington, DC. You may elect to be interviewed at any of the regional sites or in Washington, DC.* **The Civil and Civil Rights Divisions do not interview candidates for the Summer Program. These organizations make hiring decisions based solely on the application package.** The Department conducts only **one** interview; there are no “call back” interviews.

MONDAY October 30	TUESDAY October 31	WEDNESDAY November 1	THURSDAY November 2	FRIDAY November 3
Seattle, WA New Orleans, LA	St. Paul, MN Chicago, IL **	Dallas, TX Los Angeles, CA ** Chicago, IL	New York, NY ** Los Angeles, CA Ann Arbor, MI	New York, NY
MONDAY November 6	TUESDAY November 7	WEDNESDAY November 8	THURSDAY November 9	FRIDAY November 10
No Interviews	Denver, CO Boston, MA ** San Francisco, CA **	Philadelphia, PA ** Boston, MA San Francisco, CA Atlanta, GA	Philadelphia, PA Miami, FL	Veteran's Day Observed & MPRE Exam No Interviews

* INTERVIEWS WILL BE SCHEDULED IN WASHINGTON, DC, BETWEEN OCTOBER 2nd AND NOVEMBER 9TH.

** Interviews in these cities will be conducted for two days.

Please reserve the date(s) interviews are scheduled at the site you select on your application. We are unable to change appointments once they are scheduled.

WHO CONDUCTS THE INTERVIEWS?

Department attorneys from the participating organizations interview candidates for the Summer Program. Since interviewers frequently change because of scheduling conflicts, we cannot provide the names of individual interviewers.

HOW WILL I KNOW IF I HAVE BEEN SELECTED FOR AN INTERVIEW?

Law students selected are notified of specific interview times and dates through their law school career services office in late October (approximately 7 to 10 days prior to interviews). Please check with your career services staff for information regarding scheduled interviews.

If you are not selected for an interview, you are no longer under consideration for employment and will be notified by letter in early November.

WHO PAYS THE EXPENSES FOR TRAVELING TO THE INTERVIEW?

Normally, candidates are responsible for expenses to travel to the interview. Please direct specific questions to the administrative staff of the interviewing organization.

HOW WILL I BE NOTIFIED ABOUT AN OFFER OF EMPLOYMENT?

The hiring organization will call the candidates they have selected to receive offers of employment. Organizations will begin making those offer calls in mid-November and will continue through December and January.

If you need to respond to a competing offer and would like to assess the likelihood of receiving an offer from the Department, please contact the Office of Attorney Personnel Management at (202) 514-3397 AFTER NOVEMBER 15th, 2000.

DO I HAVE TO BE A U.S. CITIZEN TO WORK AT THE DEPARTMENT OF JUSTICE?

Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review. Non-U.S. citizens may apply for attorney positions with other Department organizations, but appointments are extremely rare: appointment of a non-citizen can be made only if necessary to accomplish the Department's mission and would be subject to statutory restrictions on the expenditure of funds and strict security requirements. Dual citizens of the U.S. and another country are reviewed on a case-by-case basis.

In addition, applicants who have lived outside the United States for three of the past five years probably cannot be cleared by the Security staff. **(Exceptions: Federal or military employees or dependents of federal or military employees serving overseas would not have this problem.)**

DO I HAVE TO WORK IN WASHINGTON, D.C.?

The majority of summer law internships are in the Washington, D.C. Metropolitan Area. The organizations that have opportunities outside the Washington area include:

- The Antitrust Division has seven regional field offices nationwide as well as offices in D.C. You select your geographic preference(s) on the application form.
- The Executive Office for Immigration Review hires interns for the 52 Immigration Courts located throughout the country. You indicate your geographic preferences at the interview.

WHAT ARE THE STARTING SALARIES FOR SUMMER LAW INTERNS?

LAW SCHOOL	SALARY
less than two years completed	GS-5, step 1 - \$23,304 yr./\$448 wk.
2 years completed	GS-7, step 1 - \$28,866 yr./\$555 wk.
J.D. degree	GS-11, step 1 - \$42,724 yr./\$822 wk.

Salaries quoted are for the Washington, DC/Baltimore/Northern Virginia Metropolitan area and are current as of January 2000. Since federal salaries vary by locality, applicants should consult the Office of Personnel Management (OPM) Salary Table (Document No. 124-48-6) to obtain specific salaries for other locations. The OPM Salary Table is available in public libraries or on the Internet at <http://www.opm.gov>.

HOW LONG DOES THE SECURITY CLEARANCE TAKE?

Summer interns are subject to a complete name and fingerprint check. In addition, summer interns' pre-employment forms are thoroughly reviewed to determine suitability for employment. This process can take two to three months. Pre-employment forms cover a period of seven to ten years. Summer Law Interns must also produce satisfactory results from a drug test which screens for current illegal drug use.

WHAT ARE THE COMMON ISSUES THAT ARISE IN BACKGROUND INVESTIGATIONS?

- **History of unlawful drug usage**
- **History of failure to fulfill tax filing or payment obligations**
- **History of failure to comply with financial obligations**

After an applicant has received an offer of employment, OAPM can advise him/her as to any issues regarding potential suitability problems.

NEED ADDITIONAL INFORMATION? CHECK:

- **“Opportunities for Entry-Level Attorneys and Law Students”:** The new legal recruitment brochure (LRB) explains the legal recruitment programs for entry-level attorneys and law students and briefly explains the functions of each of the Department's organizations. You will be particularly interested in the Frequently Asked Questions section on pages 8 through 11.
- **The Internet:** Information about the Summer Program can be found on the Department's web page www.usdoj.gov/careers/oapm/. The DOJ home page (www.usdoj.gov) contains detailed information about the Department. If you are interested in employment with the Department, we urge you to consult our home page for the most current information.
- **Recorded Information:** You may call (202) 514-3396 for recorded information (available 24 hours a day) on the eligibility and application requirements for the Summer Program (select option 2) and/or to leave voice mail. TDD number: (202) 616-2113.

PUBLIC REPORTING BURDEN

A person is not required to respond to a collection of information unless it contains a currently valid Office of Management and Budget (OMB) control number. Public reporting burden for this collection of information is estimated to average a total of one hour per response. Although we estimate that it will take only 15-20 minutes to complete the application form itself, it may take an additional 40-45 minutes to review the instructions, gather information to complete the form, and review the form after it has been completed. If you have comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing the burden, send them to: U.S. Department of Justice, Office of Attorney Personnel Management, Room 3525, Main Building, Washington, DC 20530-0001; and, to the Office of Management and Budget Paperwork Reduction Project, OMB No. 1105-0030, Washington, DC 20503.

2000-2001 Attorney Summer Law Intern Program

Regional City/Host Law School Site Interview Schedule*

MONDAY October 30	TUESDAY October 31	WEDNESDAY November 1	THURSDAY November 2	FRIDAY November 3
Seattle, WA Host: University of Washington		Dallas, TX Host: Southern Methodist	New York, NY ** Host: New York University	
New Orleans, LA Host: Tulane	St. Paul, MN Host: William Mitchell	Los Angeles, CA ** Host: UCLA		
	Chicago, IL ** Host: Chicago-Kent		Ann Arbor, MI Host: University of Michigan	
MONDAY November 6	TUESDAY November 7	WEDNESDAY November 8	THURSDAY November 9	FRIDAY November 10
	Denver, CO Host: University of Denver	Philadelphia, PA ** Host: University of Pennsylvania		VETERAN'S DAY HOLIDAY (Observed) & MPRE Exam No Interviews
	Boston, MA Host: Boston University			
	San Francisco, CA ** Host: Golden Gate University			
		Atlanta, GA Host: Georgia State University	Miami, FL Host: St. Thomas University	

* Organizations will conduct interviews in Washington, DC, between October 2nd and November 9th.

** Interviews in this city will take place on two days at the host school listed.

SOME ORGANIZATIONS DO NOT INTERVIEW FOR THE SUMMER LAW INTERN PROGRAM.
SEE THE "INTERVIEW" SECTION OF THIS BOOKLET FOR DETAILS.

CHECKLIST FOR COMPLETING YOUR SUMMER LAW INTERN PROGRAM APPLICATION

THIS APPLICATION MUST BE TYPED



SIDE 1

- ☐ GENERAL INFORMATION: Include your name, address, evening and daytime telephone numbers, and e-mail address. Indicate the law school you currently attend (if you are visiting a law school for a semester, indicate the school you are visiting). Include a telephone number for holiday breaks in November and December.
- ☐ CURRENT YEAR IN SCHOOL: Check 2L if you will have completed at least one semester of your second year of law school prior to summer 2001. Check 3L only if you will graduate in academic year 2000-2001 and will enter a judicial clerkship or full-time graduate law program in fall 2001.
- ☐ CITIZENSHIP: Please check the appropriate blank, and provide the requested information. FAILURE TO ANSWER THIS QUESTION INVALIDATES YOUR APPLICATION.
- ☐ RESIDENCY: Indicate whether you have lived outside of the U.S. for a total of three of the last five years. If your response is yes, indicate whether you were a federal or military employee or a dependent of a federal or military employee during that period.
- ☐ LAW SCHOOL RANK: Check only one appropriate percentage rank (if you are in the top 15% of your class, indicate the top 20% on your application). DO NOT TYPE IN A DIFFERENT PERCENTAGE RANK.
- ☐ CLERKSHIP: If you are a 3L who will serve in a judicial clerkship in the fall of 2001, be sure to indicate the name of the judge you will serve, the name of the court and the court's location. IF YOU ARE A THIRD YEAR STUDENT, YOU MUST BE ENTERING A JUDICIAL CLERKSHIP OR FULL-TIME GRADUATE PROGRAM IN THE FALL OF 2000 TO BE ELIGIBLE FOR THE SUMMER PROGRAM. You are not eligible to apply to both the Honor and Summer Programs simultaneously.
- ☐ INTERVIEW CITY: Interviews are conducted at 14 regional sites and in Washington, DC (PLEASE SEE THE INTERVIEW SCHEDULE PRECEDING THIS CHECKLIST). You may select any one of those 15 interview locations. PLEASE INDICATE THE CITY RATHER THAN THE HOST LAW SCHOOL.
- ☐ CHOICE OF EMPLOYMENT: Select two organizations to review your application, ranked in order of preference (e.g., 1 Antitrust; 2 Tax). DO NOT INDICATE YOUR CHOICES WITH X's OR ✓'s. Please choose carefully; we cannot change your selection after you have submitted your application. If you choose Antitrust, select three geographic areas, ranked in order of preference.

SIDE 2

- ☐ LAW SCHOOL COURSES: List all law school courses in which you are enrolled for the current semester (fall 2000).
- ☐ EXTRACURRICULAR ACTIVITIES: Check where appropriate to indicate your participation. If you have prior work experience with DOJ, indicate it here.
- ☐ LEGAL EMPLOYERS: List a name, organization and telephone number for a contact person, preferably a supervisor or mentor who is familiar with you and your work experience.
- ☐ MILITARY SERVICE: Indicate your status as a Veteran.
- ☐ PERSONAL INFORMATION: Provision of this information is voluntary, but greatly appreciated.
- ☐ AFFIDAVIT: Please read statement carefully; then, sign and date the application in ink.

SEND FOUR COPIES OF YOUR APPLICATION "PACKAGE" (YOUR APPLICATION, YOUR RESUME, AND YOUR LAW SCHOOL TRANSCRIPT, COLLATED AND STAPLED IN ORDER) TO:

**SUMMER LAW INTERN PROGRAM
U.S. Department of Justice
Office of Attorney Personnel Management
Room 3525, Main Building
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001**

APPLICATION PACKAGES MUST BE RECEIVED (NOT POSTMARKED) BY MONDAY, SEPTEMBER 25, 2000.

WE ARE SORRY, BUT WE CANNOT ACCEPT:

- application packages received after the deadline date. We encourage you to send your application in a manner that guarantees delivery by a specific date. **WE CANNOT MAKE EXCEPTIONS;**
- duplicate application packages;
- corrections to your application package at any time;
- faxed application packages;
- for security reasons, application packages hand-delivered by applicants;
- application packages for BOTH Honor and Summer Programs (if you are eligible for one, you are NOT eligible for the other);
- letters of recommendation (time constraints prevent our small staff from considering such letters);
- writing samples (if you are selected for an interview, you will be asked to bring a writing sample to your interview);
- cover letters or continuation sheets attached to your application;
- telephone calls about receipt of your application;
- telephone calls requesting the name of your interviewer;
- requests to change your interview schedule.

**AS MUCH AS WE WOULD LIKE TO BE ACCOMMODATING,
STRICT TIME CONSTRAINTS AND A LIMITED NUMBER OF STAFF
REQUIRE THESE RESTRICTIONS.**

**THANK YOU IN ADVANCE FOR
YOUR UNDERSTANDING AND COOPERATION.**



Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department.

If you are a person with a disability and need to request a reasonable accommodation, please contact the Office of Attorney Personnel Management at (202) 514-3397 for more information.